

# THE RICHARDS LIBRARY



## “A GATEWAY TO KNOWLEDGE AND ADVENTURE”

ESTABLISHED 1901  
36 ELM STREET  
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## THE RICHARDS LIBRARY BOARD OF TRUSTEES DECEMBER 2020 MEETING

The meeting was called to Order at 10:04 AM on Tuesday, December 1, 2020 by president Esther McTague.

### Roll Call of Members:

**Present:** Esther McTague, John Schroeter, Suzanne Glebus, John Gitto, Sue Matzner

**Excused Members Absent:** Sarah Gebbie-Measeck

**Non-Voting Members:** Gina Colburn, Treasurer; Michael Sullivan, Director

**Public:** None

**Period of Public Expression:** None

**Correspondence:** None

**Consent Agenda Motion:** Sue Matzner, Second John Schroeter, Unanimous.

-Adoption of Agenda

-Approval of Prior Meeting Minutes

-Treasurer/Financial Officer Report

1. Report of Receipts and Disbursements - See Monthly Financials

2. Warrants - See Monthly Financials

**Director's Report:** Accepted as Presented.

### Committee Reports:

-Personnel: None

-Budget/Finance: See New Business

-Policy: Approval of Retention and Disposition Policy; Approval of Privacy and Confidentiality of Library Records Policy; Discussion of verbal consent for children's pictures; Decided 1 consent form per event to be signed by parents/guardian; Motion to Approve: John S., Seconded: Suzanne G.-Unanimous.

-Building & Grounds: None

-Ad Hoc: None

-Outreach: John S. stated that Countryside Adult Home is in lock down again; Outreach services still continues.

-Fundraising: None

**Old Business:**

- Hiring of new Library Assistant, Jenn Dodson, going smoothly.
- Browsing added to services and extended copying and faxing services Monday-Friday.

**New Business:**

- Establish a guideline for Background Checks before offering position; Checks to be performed for final 2 applicants
- Vote to exceed 2% Tax Cap tabled; to be revisited at next Board meeting.
- Vote to approve FY 2022 Budget tabled; to be revisited at next Board meeting.
- Discussion of Mike's future retirement.
- Nomination of Officers for CY/FY 2021: Sarah Gebbie-Measeck-President; John Gitto-Vice-President; Esther will consult with Sarah; Nomination discussion and vote to be accomplished at next Board meeting.

**Period of Public Expression:** None

**Next Board Meeting:** Tuesday, 5 January, 2021 at 10:00 AM via GoToMeeting.

**Other Business:**

**Motion to Adjourn Meeting:** Motion made at 11:10 AM by: Sue M. Seconded by: Suzanne G.; Unanimous.

**Minutes Approved at 5 January 2021 Board of Trustees Meeting**

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